

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 13 JUNE 2013**

Present: Parish Cllr Vivienne Spratt (Chairman)
Parish Cllr Mick Giles
Parish Cllr Betty Jeffries
Parish Cllr Pamela Evans
Parish Cllr Cate Reid
Parish Cllr Geoffrey Barrett
Parish Cllr Geof Welch
Parish Cllr Ken Shaw
Parish Cllr Mike Gallagher

Mrs Gail Hubbard, Clerk to the Council
There were no members of the public

31. CHAIRMAN'S OPENING REMARKS AND APOLOGIES FOR ABSENCE

Apologies were given from City Cllr Brian Staley and in retrospect from County Cllr Michael Northey.

32. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were no declarations of interest or requests for dispensations.

33. MINUTES OF THE MEETING HELD ON 16 MAY 2013

Cllr Giles proposed and Cllrs Reid seconded to accept the Minutes as a true record of the meeting. One addition was made that Cllr Gallagher would also like to attend the Police Commissioner event.

34. ADJOURNMENT OF THE MEETING

As there were no members of the public present there was no adjournment of the meeting.

35. PLANNING

The Planning applications are recorded on Appendix 2 attached to these minutes. The application for 7 St Vincent's Close had been circulated, postcards delivered to neighbours. There is to be no objection from the Parish Council.

36. FINANCE

- (a) RECEIVED the bank statements for May 2013, and RESOLVED the signature of the Chairman thereon;
- (b) NOTED that the clerk has opened a business account with UK Office Direct, an online stationary company. This gives us a 30 day account to settle by cheque, and the VAT can be reclaimed as the account is in LPC's name.
- (c) NOTED that there are no payments to make to HMRC for June as the tax refund issued to the Clerk means a credit balance of £135.17 is carried forward to July as well.

SERCO PAYMENTS

The clerk has inadvertently made two payments to Serco for waste collection, totalling £67.88 which the LWMH have also paid. The clerk has written to Serco giving full details and asking for a refund. This will be pursued by phone.

AUTHORISATION OF ACCOUNTS

The expenditure list previously circulated to Cllrs as Appendix 3 totalling £2534.21, together with a supplementary sheet Appendix 3a of expenditure presented to the meeting totalling

£2858.11. Cllr Gallagher proposed and Cllr Giles seconded and it was RESOLVED that the financial matters and accounts, as set out be authorised for payment.

CLERKS CONTRACT

The Clerks contract of permanent employment was agreed and duly signed by Chairman and Clerk.

37. CLERK REPORT CORRESPONDENCE

- A. Email received from KALC informing us that the Local Audit and Accountability Bill has now been introduced to Parliament. The Government's aim is that the new framework will retain a proportionate audit regime for smaller authorities including Parish Councils (those with a turnover below £6.5 million). This will include exempting those authorities with an annual turnover below £25,000 from automatic external audit and introducing a new transparency requirement to enable local people to access relevant information about the authorities' accounts and governance. A mechanism will be retained for auditor-led scrutiny at these authorities if problems are identified. This will be reviewed in detail shortly and will be discussed with NALC and KALC's financial consultant and they will then brief member Councils.
The Department of Communities and Local Government has produced a plain English guide to the Bill on the GOV.UK site
- B. Update on the Street Lighting switch off. The District switch off plans are now on the KCC website, which were discussed at each Joint Transportation Board.
- C. DCLG's Guidance on the Community Infrastructure Levy has been released. There is no obligation on the charging authority to impose a Community Infrastructure Levy for its own sake. When the charging authority submits its draft charging schedule to the CIL examination it must provide evidence on economic viability and infrastructure planning. In setting rates the charging authority "must aim to strike what appears to the charging authority to be an appropriate balance between the desirability of funding infrastructure from the levy and the potential effects (taken as a whole) of the imposition of CIL on the economic viability of development across its area." A charging authority can set differential levy rates including zero but must provide evidence. Charging authorities must consult on their proposed levy rates in a preliminary draft charging schedule. There is a section on the 15% and 25% (those with a Neighbourhood Plan) proportions for Parish and Town Councils. Cllr Gallagher added that a CIL Policy for CCC will be prepared to accompany the Local Plan.
- D. A letter was received from Bob Britnell (former CCC planning department) offering his services as an affordable independent planning advice service for Parish Councils. That need might be to look at, understand and comment on some complex or detailed planning proposal or it might simply be to advise if permission is needed for something.
- E. South East Water has published its Draft Water Resources Management Plan (dWRMP), which outlines how they intend to meet the demand for water - between 2015 and 2040. The draft plan indicates we will need up to 145 million litres of additional water every day by 2040 to meet demand. As well as a number of demand management initiatives, including metering and further driving down leakage, South East Water's preferred plan includes proposals in our area for;
- Building a new reservoir at Broad Oak, Kent by 2033
 - Construction of a brackish desalination scheme at Reculver, Kent by 2034

Cllrs Giles and Reid attended a presentation on the Broad Oak Reservoir, in Broad Oak on 5th June to view the latest plans for this reservoir. Cllr Giles commented that it is the use of the water as a leisure facility that causes all the additional predicted

traffic. SE Water are obliged by law to provide leisure on the reservoir but there can be an exception. This reservoir is linked to the demand for additional homes highlighted in the local Plan.

Cllrs Spratt, Giles and Barrett attended Monday nights RAMP meeting which also discussed the Local Plan, but gave no further information than what is presently available on the CCC website. The Clerk reported as part of the consultation, she had been asked to collect a Parish Council copy of the Local Plan from CCC next week.

- F. Developing a Parish Charter – CCC are looking to develop a parish charter to help define the relationship between the City Council and Parish Councils and to encourage better working relationships, by clearly defining the expectations that both may have of each other. The charter is to be a simple document listing the key issues and priorities. There will be consultations as to the content.

What is a parish charter?

A charter is a simple document describing the relationship between a City Council and Parish Councils and encourages better working relationships, by clearly defining the expectations that both may have of each other.

It would identify what contributes to creating these good relationships and would state what both parties can contribute. Proposed themes/areas within a charter:

- Communication - Communication priorities between the council and the parishes.
 - Consultation - It is essential that the City Council and parish councils work together when making decisions to shape services and policies that affect our communities.
 - Services - Delivering parish services and enhancing CCC's services
 - Parish democracy and community leadership
 - Finance - Financial arrangements will be guided by the overarching principles of equity, efficiency and transparency
 - Advice and support - Sharing practical support and advice to ensure the communities across the District are better served.
 - Policies, procedures and good practice
 - Information and complaints
- G. Lord Mayors Award 2013. Poster displayed on noticeboards and forms available to nominate people deadline 3rd July.
- H. Canterbury District Community Transport
Canterbury Shared Taxi Scheme – pilot began in Sept 2012 with 2 trips a week from New House Lane/Iffin Lane. A small rural community of 170 residents that could never support a full scale bus service. Services run on wed and Friday leaving at 10am. Passengers pay £2 each way, are dropped at the bus station and get 3 hours in Canterbury. The group are looking to introduce more services by adding different journey options to New House and reaching other isolated communities such as Stodmarsh.
- I. Open Spaces Society - Details of the Open Spaces 'Greens-what next?' appeal. With the new Growth and Infrastructure Act 2013 it is no longer possible in England to apply to register land as a village or town green if that has been earmarked for development. We now have to find new ways to save our green spaces. The government has introduced a new designation in England, Local Green Space (LGS) which claims to be a substitute for village greens. This LGS offers no right to the public to wander and no guarantee that the land is protected in perpetuity. They will be lobbying MPs and peers to persuade government to provide clear guidance on what the new legislation means.

- J. Extended permitted rights – information from KALC
The Government's plans for extended permitted development rights for householders came into legal effect last week. A copy of the Statutory (SI 2013 No. 101) has been forwarded round to Cllrs. The new legislation allows for single storey rear extensions to be built up to 6m long for attached houses (i.e. terraced or semi-detached) or 8m long if a detached house. The legislation applies for 3 years from 30 May 2013 to 30 May 2016 but does not apply to houses in Areas of Outstanding Natural Beauty (AONBs), Sites of Special Scientific Interest (SSSIs) or Conservation Areas. The key point is that only the owners or occupiers of adjoining premises can comment. The legislation does not allow for Local Planning Authorities to take into account the views of a Parish Council, unless of course the Parish Council owns or occupies any adjoining premises. The local authority has to consult the adjoining premises, with a consultation period of 21 days. Where no objection from adjoining premises is received then the Local Planning Authority cannot require or refuse prior approval. Where any owner or occupier of any adjoining premises objects to the proposed development then the prior approval of the local planning authority is required as to the impact of the proposed development on the amenity of any adjoining premises.
- K. National Grid Richborough Connection to Nemo Link
Invitation to attend a consultation event on this project, which will join Richborough (there is presently no National Grid high voltage electricity network in the area) to the existing network. There is an event on Saturday 13th July at Wickhambreaux Village Hall from 10am-4pm which is open to the public.
- L. The Chairman had received correspondence from Mr Fawke regarding various on-going concerns at Builders Square, which fall outside the remit of the Parish Council. The Chairman referred his complaints to the management committee of Builders Square, who will discuss at their AGM which is to be held in June. Alleged breaches of planning should be referred to Canterbury City Council.
- M. The Chairman had received a Thank You letter from Cancer Care Club at Kent and Canterbury Hospital thanking the Parish Council for their donation of monies from the St Georges Day Celebrations, which totalled £473.27.

ALLOTMENTS

New tenancy agreements issued for plots 3, 11C and 36A as per details from LHS.

FOOTPATHS

Further boundary hedges have now been considerably cut back, and this section of pathway is now the widest along the whole of School Path. The beginning section (when approaching from High St) is quite overgrown with nettles and weeds, on the pathway itself, rather than from properties bordering.

Clerk has swapped the PROW clearance of CB156 School path for the section of CB147 along from Jubilee Road to Nargate Street (alongside the rec and behind Turners Orchard). This has been cut this week by PROW.

PATH FROM THE LIST TO COURT MEADOWS

The petition for the residents of Court Meadows, asking for Sanctuary Housing to take responsibility for the footpath they created, has been circulated by Mrs Longley and has been returned to the clerk with 31 signatures on it. The clerk had forwarded this to Sanctuary Housing with an accompanying letter, and a reply had been received stating that the path does not belong to them and as Sanctuary did not fence the area (they think Southern Housing did) they are not able to take any responsibility for it. They have referred the matter to Kent Highways as it is possible it may be a public highway and fall under their responsibility. Clerk to respond as this area was already fenced before Southern Housing came along to build phase 2.

VILLAGE GREEN STATUS QUESTIONNAIRES

The clerk has received back one completed evidence questionnaire to date.

MILLENNIUM HONOURS BOARD

The 2013 winners name has been added to the honours board and will be back up on the hall wall very soon.

CLERKS CONFERENCE

The Clerk attended the KALC Clerks conference on Wednesday 22nd May in Faversham, it was the first event like this she had attended and an interesting day, with a training session in the morning, which covered precepts, the audit process, powers and much more. Then conference style talks in the afternoon on grants play equipment, Parish Caretaker scheme, the future of Kent Libraries and broadband. Interesting topics below;

BDUK – Broadband Delivery UK

- By the end of 2015 everyone in Kent will get at least 2mbps
- At present KCC are surveying the whole of Kent, in 6 months' time this will be finished and they will be able to tell us what speeds we will be able to get in our area.
- 91% will be able to get 30mbps, 4% will get fibre optic and 5% the minimum 2mbps (very rural)
- We will need to have a new green cabinet, this has to be sited within 100metres of the old BT one and will also need a power supply (which is sometimes more tricky to achieve in villages)
- There are European targets for 2020 of 30mbps for 100% of homes and 100mbps for 50%.

Local Audit and Accountability Bill 2013

New developments;

- The new frame work will retain a proportionate regime for smaller authorities (those with a turnover of below £6.5 million) this will include exempting those with an annual turnover of below £25,000 from automatic external audit.
- A new framework for local public bodies to appoint their own auditors in consultation with advice from an independent panel.
- This will not affect us at present as we are with Littlejohn auditors for a 5 year period.

Kent Libraries

Want to modernise library services, they want to work with us and the community to find new and efficient ways to run local library services. Join the conversation and tell us what you think 01622 696504 Future library services or email fls@kent.gov.uk

It was agreed that the Clerk should purchase the latest version of Arnold-Baker on Local Council Administration. KALC members receive 20%.

38. CAR PARK

The car park extension works are now complete and it can be used.

39. TWINNING WITH WIMILLE

Cllr Spratt reported that the primary school exchange today went well, the children were at the Littlebourne School until 1pm then went to Dover Castle in the afternoon. Each child brought with them a small gift, a pot of ingredient's to make cookies, with instructions in French.

Twinning events in the pipeline;

- Open Gardens event on 21st June 2014. Hope to open allotments, Turners Orchard, Cherry Orchard Nature Reserve and encourage residents to open their gardens.
- Football team visit.

- Shooting
- Petanque, Cllr Spratt is still trying to arrange this for 21st September 2013

Cllr Spratt reported she had advised Ms Reed, The Head teacher to apply for a grant from 4VPO to take the school children back to Wimille.

40. EMERGENCY PLAN

Cllr Reid reported there was no success for volunteers for the practise event and as Cllr Reid herself was no longer available this weekend, the event would be postponed.

41. WEBSITE

Cllr Gallagher explained that the current KCC website we operate is a difficult program to use and has limitations, although it is free. The PC would like a more user friendly site that displays the information in an easier to access way.

Cllr Gallagher and Cllr Spratt have been speaking with Dave Haywood of E-Scape Computing about alternative sites. Cllr Gallagher mentioned that the Church have purchased a new website, which has lots of templates.

42. LPC NEWS

Cllr Spratt brought in some samples of other local magazines, and other colour brochures. It was felt that colour does make a difference to a magazine, but more advertising space would need to be sold to cover the more expensive look. People are more willing to read a colourful article and we might get more response from residents.

All were in agreement to look further into redeveloping the magazine.

43. LITTLEBOURNE NATURE RESERVES

Cllr Evans reported that there has been five Sunday volunteer mornings and two Saturdays spent at Cherry Orchard. They have sought estimates for descriptive signage for the Cherry Orchard to display plant names and their Latin counterparts. There is an open day on 21st June.

Two art workshops are to be held in Turners Orchard, one for adults on 15th June and a children's one on 29th June.

A dog fouling problem in Turners Orchard was brought to the PC's attention, also the addition of two new signs that have appeared on the gate and shed, saying dogs must be kept on a lead. This was not the originally agreed wording so the position needs to be confirmed with LWMH. Cllr Evans to raise at their next meeting.

44. NEW BIN SCHEME

The new bins were delivered to Littlebourne last week and problems with the paper section being too small have already been reported. Clerk to contact SERCO to ask about the larger bins that may be available and whether a cost is involved. Also whether it is possible to use the bins in a vice versa way, paper in main section and bottles and tins in the small insert?

There are concerns about a lowering of recycling rates, as extra paper will be put into the landfill bins.

45. NARGATE STREET RESURFACING PROBLEMS

Cllr Welch reported that after following up the contractors over the puddles forming on Nargate Street, they had been out to inspect them and discussed the option of lifting the kerbstones to prevent to water flooding onto Cllr Welch's garden.

Outside No 21 the gully water runs away from the drain, Kent Highways are to re-attend when it is raining to assess the problem.

White markings to return on Church Road and Nargate Street.

46. HOUSING

The vacant property in Court Meadows had been inspected by two prospective tenants and had been subsequently let to a tenant who was eligible for property in Littlebourne.

47. HIGHWAYS

There will be no Speedwatch sessions until the roadwork's have finished on the A257 as there would be no point.

Cllr Reid had been unable to discover who had installed the temporary traffic volume/speed/classification survey (2 rubber pneumatic tubes stretched and fixed across the road),on the A257 by Fishpool. KCC had no knowledge of them and said they were not carrying out any surveys in the Littlebourne area, but they can be carried out by private developers.

Cllr Giles had been in contact with County Cllr Northey over the mess created in the Court Hill and Church Road with the tar and chippings style resurfacing that had been carried out. The road itself will be swept but the pavements will not. Cllr Giles stated that in his opinion this method is totally inappropriate for a residential road. Cllr Reid to contact Marie Lambkin to ask when the mess will be cleared and to ensure that this method is not used on Bekesbourne Lane.

48. AOB FOR DISCUSSION ONLY

Cllr Spratt mentioned that Peter Buscall had asked if we wanted any bedding plants in the tubs this year, it was agreed they should be left as they are, especially with the current roadworks.

Cllr Welch asked if the Community Room at Ellen Court is still used. Yes coffee mornings are held on Wednesday and Friday 10.30am.

The meeting closed at 9.15pm.

Dates of future meetings: 18 July, (No meeting in August), 12 September, 17 October, 14 November, and 12 December 2013

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL
PLANNING REPORT, 13 JUNE 2013**

APPENDIX 2

New Applications

CA//13/00993/FUL	7 St Vincent's Close, Littlebourne, CT3 1TY First-floor extension and partial ground-floor extension to side of domestic property	No objection from Parish Council
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